Dear Property Owner, Manager, or Lessee,

INCOME AND EXPENSE FORM

A revaluation of all property is being conducted in your community in order to establish fair and equitable assessments.

By completing the enclosed form, you will help reflect economic conditions within your community which will become the basis for utilizing the income approach to value. The information you provide will remain confidential and will be considered, with all other information gathered, in order to establish uniform guidelines to be equitably applied throughout the community. It is, therefore, requested that you complete the enclosed form and return it to the address shown on the cover letter. Please fill out all sections of the form. Your cooperation is appreciated.

Assessors' Office.

Location:	ParcelID:	LUC:					
		OFFICE USE ONLY					

COMMERCIAL/INDUSTRIAL LEASE SUMMARY

(APARTMENT, HOTEL AND OTHER INCOME SECTIONS, SEE REVERSE)

- (1) List tenant business name rather than owner name, i.e. "Joe's Restaurant" rather than "J. Smith Enterprises". If vacant, so state and enter asking rent under (6) and months vacant under (11). Be sure to complete (2), (3), (4), (5). If any portion is owner occupied enter O/OCC under (1) and complete (2), (3), (4), (5) and (11).
- (2) Enter your identification or unit number/letter.
- (3) List the area that is leased. If not known, approximate such as "1/4 of first floor". THIS IS VERY IMPORTANT.
- (4) List type of space from following list. If several types, enter most prevalent first RTL-retail, store, shop; OFC-office; MFG-manufacturing; WHS-warehouse, storage; RDV-R&D; RST-restaurant; SER-service/repair/garage; BNK-bank; OTH-other (specify in comments)
- (5) Enter floor level. If several, enter most prevalent first.
- (6) List scheduled rent for that tenant for the year.
- (7) List Common Area Maintenance (CAM), Real Estate Tax, and other reimbursements paid by tenant.
- (8) List expenses included in the rent (paid by landlord). Using following codes: E-electric; H-heat; M-maintenance; P-plowing; R-rubbish removal; T-real estate taxes; B-real estate taxes over a base; L-parking lot/grounds maintenance; W-water/sewer; I-insurance.
- (9) Enter date lease begins. If month to month, enter M/M.
- (10) Enter date lease ends prior to options.
- (11) Enter comments. Be sure to include options, overage clauses, months vacant for the year, real estate tax clauses.

(1)	(2)	(3)	(3) (4) (5) (6) (7)		(7)	(8)	. (9)	. (10)	(11)		
TENANT	UNIT NO.			FLOOR LEVEL	SCHEDULED ANNUAL RENT	CAM, TAK, OTHER REMBURSIMENT	EXPENSES INCLUDED	LEASE START	LEASE END	COMMENTS	
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the property was purchased within the past 10 years, complete the following. LAND ONLY LAND AND BUILDINGS												REAL ESTATE TAXES								
							RICE\$DATE/										FIXED EXPENSE	OTHER TAX		
COMMENTS ON ANY SPECIAL CONDITIONS													LAFLIVOL	DEPRECIATION						
															FURN. & FIXT.					
CONSTRUCTION COSTS complete if construction or major remodeling was performed within past 10 years														INTEREST						
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lease provi	ide any inf	ormation	which may as:					uitabl	e app	raisal	of this	s prop	erty.					,		
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